### Approved For Release 2001/03/01 : CIA-RDP54-00177A000200100006-5

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

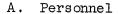
STATINTL

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: Monthly Report of Operations for the period er

30 April 1953

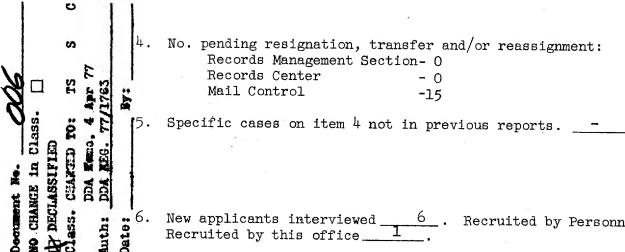


Office of Chief Rcds. Mgt. Section Rcds. Center Section Mail Control Section

1. No. on leave three days or more: Records Mgt. Section - 0 Mail Control Section- 6 Records Center Sec. - 5

STATINTL

- 2. No. on special detail out of office\_ Records Mgt. Section-1 Full Month Records Center Section-0 Mail Control Section-1 Full Month
- 3. Where: One Records Analyst to Jackson Commission. One man in Transportation Division as full-time Courier.



Records Management Section - 0 -15

New applicants interviewed 6. Recruited by Personnel 5. Recruited by this office. Recruited by this office\_\_

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B. Administration and Problems

Records Management Section - Four sessions of the Records Management Training Program were held in April with an additional four scheduled for May. The attendance at the April sessions averaged 81. Tentative plans for additional training include; specialized courses in Form Management, Reports Management, Correspondence Management, File Classification systems and the writing of disposition schedules. Also, a series of training bulletins is being prepared which will cover the detailed procedure the Area records officers will need to know in getting their programs started. These items will be written up and reported on as Records Management Projects.

One notice regarding files standardization and another regarding standardization of files supplies are now being processed by the Regulations Control Staff.

STATINTL

A disposition schedule was prepared for the "housekeeping" records of the the schedule has been approved by the National Archives and was submitted to Congress for approval STATINTL

Records Center Section - A final layout for the for use as a Records Center has been decided upon proceeding with obtaining the security specifications from the office of I&S and in getting estimates for the necessary remodeling to the building.

ILLEGIB

STATINTL

The present Records Center is completely filled. It appears that the will not be ready for occupancy before Oct. 1, therefore some internal arrangement will be necessary for housing material which must be transferred from office space before that time.

Mail Control Section - The courier T/O was filled for for the first time this year. Releases were given 2 couriers who have had requests for reassignment since less January and May of 1952.

The two new mail trucks are now ready to be placed in operation as soon as the license plates are obtained and they have been inspected.

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#### C. PROJECT STATUS REPORT

<u>Project 1-53</u> - Records Management Survey of the Office of the Director:

The survey report was submitted to the office of the DDA. Pending a reply from that office, no further action is contemplated.

Project 3-53 - Preparation of a comprehensive schedule for the disposition of fiscal records.

This project is still being delayed as the result of the assignment of the analysts to specialized training duties and work on the Branch regulations.

<u>Project 4-54</u> - Record Survey of the Office of Operations (Project description sheet to be submitted later)

This project is still being delayed as the result of the assignment of the analysts to specialized training duties and work on the Branch regulations.

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April 1953

	THIS MONTH	TO DATE*
1. INCOMING MAIL:	•	
<ul> <li>(a) Delivery by Post Office</li> <li>(b) Picked up from Post Office by Cour</li> <li>(c) Picked up from City by Courier</li> <li>(d) Letters:</li> </ul>	20,094 Pier 2,575 4,393	194,657 25,589 39,619
Re <b>vi</b> ewed Recorded	7,139	58,540
(e) Undeliverable (Held in Mail Room)	<b>1</b> 5	<b>15</b>
2. OUTGOING MAIL		
<ul><li>(a) Picked up by Post Office</li><li>(b) Deposited in Post Office by Courie</li><li>(c) City Deliveries</li><li>(d) Penalty Indicia Used</li></ul>	14,772 9,305 6,947	119,248 141,145 62,524
(1) CIA (2) (3) SSU	3,328 7,586 6	25,158 57,529 38
(e) Postage expended	3 <b>,</b> 444.93	33,356.12
3. COURIER SERVICE:		
<ul> <li>(a) Scheduled Trips</li> <li>(b) Special Trips = within Agency</li> <li>(1) Delivered by foot</li> <li>(2) Delivered by vehicle</li> <li>(c) Other Agencies</li> <li>(d) Trips outside area</li> <li>(1) Total time</li> </ul>	1,056 222 86 130 147 6 52 hrs. 20 min.	9,611½ 1,254 747 551 1,042 45 177 hrs, 35 min.
4. FILE ACTIVITY:		
<ul> <li>(a) Checking Courier Receipts</li> <li>(1) Total Time</li> <li>(b) Request for Administrative Files</li> <li>(1) Request Filled</li> <li>(2) Request Unfilled</li> </ul>	32 13 hrs. 10 min. 16 12 4	81 77 hrs 55 min• 196 135 51
5. RECRUITMENT:  (a) Couriers  (b) Mail Clerks  (c) Messengers	3 0 1	23 4 6
6. SEPARATIONS: (a) Couriers (b) Mail Clerks (c) Messengers	2 0 1	1) <sub>4</sub> 2 4

\* The figures in this column will revert to 0 at the beginning of each fiscal year.

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# MONTHLY REPORT - DISTRIBUTION APRIL 1953

	1777	THIS MONTH T	O DATE *
1.	INTELLIGENCE & INFORMATION REPORTS	1952 1953	O DATE *
	<ul> <li>Request for Supplemental Distribution</li> <li>Intelligence Reports:     Received (Copies 3867)     Distributed (Copies 2931)     Returned (Copies 835)</li> <li>Information Reports</li> </ul>	460 338 V 3203 159 703 831 146 712	2978 7188 8273 4737
	Received ( Copies 3873 ) Distributed ( Copies 1728 )	<b>-</b> 3873	<b>24898</b> 24896 130 <b>1</b> 6
2.	ADMINISTRATIVE ISSUANCES		
	<ul> <li>a. Request for Supplemental Distribution</li> <li>b. Regulations</li> <li>(1) Initial Distribution</li> </ul>	<b></b> 69	545
·	( Copies 4528 ) (2) Supplemental Distribution ( Copies 1668 )	9 16 - 1014	80 6 <b>756</b>
	c. Notices (1) Jitial Distribution (Copies 28658) (2) Supplemental Distribution	20 20	157
• .	(Copies 312 )	- 25	1611
	d. Other (1) Initial Distribution (Copies 9944) (2) Supplemental Distribution	1 3	23
	( Copies 200 )	- 49	453

The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

<sup>\*\*</sup> The July through September total of information reports received is included in the total of Intelligence Reports received

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MONTHLY REPORT - RECORDS CENTER APRIL 1953

		THIS MONTH	TO DATE*
1.	Records Storage (all figures in cubic feet)		
- X	<pre>(a) Received (b) Distroyed (c) Storage Space: (Total)</pre>	127 5 6400 3072 3128 200	1427.2 191
2.	Records Reference		• .
Bu.Ne	(a) Service Requests (b) Items on Requests	170 484	1256 8123
3.	Inter-Agency Reference Service	·	
	(a) Requests		*, .

The totals in the "'To Date " column will revert to 0 at the end Of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

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# MICROFILM PROJECTS APRIL 1953

			THIS MONTH	TO DATE
1.		jects Pending		
	a. b.	Entire Records Group Record Group Accretions	5 4	Secretary of the Control of the Cont
2.	Pro	jects in Process and Completed		
	a.	Entire Records Group (1) In Process (2) Completed	1	50
	b.	Record Groups Accretions (1) In Process (2) Completed	0 4	35
	C.	Images Filmed (Total) (1) Rotary Camera (2) Flatbed Camera	117,295 94,651 22,644	1282,164 825,880 455,384
	đ•	Reels (100 ft.) (1) In Process (2) To Be Reviewed (3) Reviewed	24 0 35	912

<sup>\*</sup> The totals in the "To Date" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

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#### E. WORK IMPROVEMENT PROJECTS

<u>Project 2-53</u> - Refile unbound information reports in properly indexed folder.

Project 98% completed. The project was temporarily halted because of a shortage of folders. The folders are now in stock and the project will be completed in the coming month.

<u>Project 3-53</u> - Conversion to the revised card in the Intelligence Report inventory control file.

Project was completed.